

MINUTES FOR  
PROJECT ENGINEERS MEETING  
THURSDAY, JUNE 3, 2004  
9:00 A.M. CONFERENCE ROOM "C"

1. CADD & PC Update.....Randy Bissette

We are still putting out new PC's. New CADD machines have been ordered. If you need a Bridge Maintenance Report, call for a hard copy from them. V8 training has been delayed. It will not occur in June.

2. Structure Numbers.....Ricky Keith

If you have multiple structures on projects that you've submitted to the Geotechnical Unit, please reference the individual structure numbers on your request. This will help them to track the work on the individual structures.

3. Correspondence.....Ricky Keith

Please be sure to check over correspondence going out of this office for errors prior to sending it out.

4. Permit Conditions.....Ricky Keith

Make sure that your plans, special provision, etc. do not conflict with the required permit condition. Look back at the Planning Documents to make sure that no conflicting information is included in that information. On projects involving "High Quality Resources", get involved early on with input on access issues and constructability. Coordinate with the Area Structure Engineer.

When you send preliminary plans to the Area Structure Engineer, include a date on your request that you would like comments to be returned. If you don't get a response, then move on with the project.

5. Preliminary Plans.....Ricky Keith

Some of you are not sending me your reviews of preliminary plans. This is very important. It lets me know that you have looked at the proposed designs and that you agree with what your Squad Leaders are doing. It also gives me a chance to review proposed designs at each site. Be as detailed as possible in your comments. Look closely at any Permit issues.

6. Program Managers.....Ricky Keith

See Handout.

7. Let List Comments.....Ricky Keith

These are coming in at a variety of times during the month. My meeting is generally the fourth Tuesday of the month. From now on, I will request your comments by a certain date, when I forward the Let lists to you. Please comply with this request.

8. Open Discussion.....

- Please do not smoke in the State vehicles.
- Work closely with your Trainees, Summer Employees and Temps to make sure they get the training they need. Take them out in the field to construction.
- Steel Bridge Forum – July 13, 2004.